



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 25, 2010

Document Electronically Transmitted

Ron Brown, Controller  
California Controlled Atmosphere  
[ronbrown@calca.com](mailto:ronbrown@calca.com)

RE: **FINAL MONITORING REPORT** for California Controlled Atmosphere – **ET08-0102**

<b>Date of the Visit:</b>	07/30/09 and 08/20/09
<b>Beginning/Ending Time:</b>	10:00 – 11:00
<b>Date of Last Visit:</b>	07/11/07
<b>Visit Location:</b>	Via Teleconference
<b>Persons in attendance:</b>	Brad Bergman and Nathen Faulkner, Consultant, Strategic Business Solutions; Kerri Muraki, ETP Project Analyst
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	07/03/07 – 07/02/09	<b>Agreement Amount:</b>	\$49,500
<b>Training Start Date:</b>	07/03/07	<b>No. to Retain:</b>	30
<b>Date Training must be Completed:</b>	04/04/09	<b>Range of Hours:</b>	8 - 75
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	75

## **Final Report Summary:**

**Chronology:** California Controlled Atmosphere commenced training 07/03/07. Your staff reported that all training was completed on 04/02/09, allowing for the 90-day retention period to be completed within the term ending date of the Agreement – 07/02/09. The opening term date of the agreement was July 3, 2007.

During the initial Final Visit 07/30/09, it was determined several minor items need to be addressed prior to the completion of the Final Visit: The contractor would add the administrative subcontractor to the ETP system, after roster review amend several hours for accuracy, then invoice for payment 2, and final payment for all qualified trainees.

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ETP (04/15/05)

California Controlled Atmosphere representatives stated that training provided internal skills development and assisted the company in their effort to compete within their industry.

**HISTORY OF AGREEMENT CHANGES:**

ETP approved one Agreement Amendment on 05/05/08, which extended the term of the Agreement for an additional year. California Controlled Atmosphere representatives stated that this extension was needed due to a successful business year, which contributed to a delay in training. The added time would enable the company to provide necessary training and complete the 90 day retention period within the contract term.

***INTERVIEW WITH THE Contract Administrator, Brad Bergman***

- What barriers, if any, did your company experience in implementing your ETP project?  
“Remembering to use the training sheets, this is something we haven’t used in the past. Other than that, it was a very easy to implement”.
- What problems, if any, did your company experience with ETP record keeping?  
“None, very easy to use the website and forms. Nathan was a great help whenever I needed a question answered”.
- What assistance could ETP have provided that would improve the process for future Contractors?  
“I think it was easy to use, forms are straight forward”.
- How did your company benefit from the ETP training?  
“This accelerated our training and allowed us to take the time to advance ourselves further in our specialized business. Our training is unique because we train our personnel in-house to California standards”.

**Invoice:**

California Controlled Atmosphere submitted a final contract invoice on 08/12/09. ETP approved and closed this contract on 10/20/09. Training funds earned is \$39,354.00, or 80 percent of the encumbered total, \$49,500.00.

**Project Status:**

<b>Trainees Started Training:</b>	40	<b>Completed Retention:</b>	31
<b>Dropped Following Enrollment:</b>	0	<b>In Retention Period:</b>	0
<b>Completed Minimum Hours for reimbursement:</b>	31	<b>Awaiting Placement:</b>	0
<b>Number of Active:</b>	9		

Contractor stated that business got in the way of training. Although the company did take advantage of all training opportunities, contractor was confused of what was actually ETP eligible training. Classroom training was ETP eligible and some simulated training was included, but hours on the production floor was included at the end on a very limited basis. Contract representative stated that this training was limited to no more than 5% of total training hours per trainee.

**Trainee Interviews:**

**Trainee 1:**

This trainee had the opportunity be a trainee and also train in other areas. Training commenced on an as needed basis due to the workload and critical need for training. Training focus included Continuous Improvement and Manufacturing Skills training. Training materials included service manuals and study aides for SOP specific situations. Trainee stated that a roster was signed at each class. Trainee stated that skill mastery may not only lead to personnel improvement, but to monetary gain within the company. Training was done in the classroom, simulated and on the production floor.

**Trainee 2:**

Training roll-out was on an as-need basis depending on workload. Trainee received study aides and hands-on materials for class. Trainee stated that rosters were signed at each training session. Trainee stated that training was helpful in gaining skill development for his job. Training was delivered in a classroom setting. Since the processes for this industry are constantly changing, staff must keep abreast of change and react via training to meet industry standards.

**Attendance Rosters:**

At the initial teleconference 07/30/09, Ms. Muraki reviewed rosters and found several inconsistencies. At the 08/20/09 teleconference, rosters were re-reviewed as well as a review of additional rosters. Ms. Muraki found that California Controlled Atmosphere's rosters were correct and in compliance with ETP standards.

**Sub Agreement:**

Although training was completed in-house, contract administration was completed by Strategic Business Solutions LLP.

**Location of Training:**

All training commenced at 39138 Road 56, Dinuba, CA

**Audit:**

California Controlled Atmosphere will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**Record Retention:**

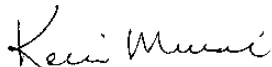
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have questions regarding the content of this Final Visit Report or your contract, please contact Kerri Muraki, Project Analyst at 916-327-5677 or [kmuraki@etp.ca.gov](mailto:kmuraki@etp.ca.gov) within ten (10) days of receipt of this document.

Sincerely,



Rosa Hernandez, Manager  
Sacramento Regional Office



Kerri Muraki, Project Analyst  
Sacramento Regional Office

cc: Brad Bergman [service@calca.com](mailto:service@calca.com)  
Nathen Faulkner [nathen\\_1960@yahoo.com](mailto:nathen_1960@yahoo.com)  
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